USER GUIDE

ODO10

Steps to properly maximize the use of the ODOTRACK technology

1. Connect the device in the vehicle
2. Use the device
3. Important practical recommendations
4. Access account
5. Modules

1. CONNECT THE DEVICE IN THE VEHICLE

Use the auxiliary adapter (cigarette lighter socket) supplied with your device.

You can also connect the device using the following tools:

- Splitter with twin USB ports

- OBDII adapter to USB

Important !
Only the accessories sold by ODOTRACK ensure compatibility with your device.

2. USE THE DEVICE

FUNCTION	DESCRIPTION
BUTTON	Press the button for all your business trips. If you have activated the timesheet module, this button is also used to indicate the start of your day (punch in). Subsequently, all trips will be saved in business mode.
BUTTON Perso	Press the Perso button for all your personal trips. If you have activated the timesheet module, this button is also used to indicate the end of your day (punch out). Subsequently, all trips will be saved in personal mode. ENTERPRISES: If you are a user, the privacy protection is automatically activated to keep all personal trips confidential.
BUTTON 1 BUTTON 2 *Optional*	These 2 buttons allow you to identify 2 drivers or 2 vehicles in order to make the selection from your device. Other features can be applied if necessary.
BUTTON ■	Press the ■ in order to manually end your trip during a short stop, if required. Note that it is not necessary to press this button since the function is automatically activated (5 minutes of downtime or less depending on your choice).

It is not necessary to press a button at each trip. ODOTRACK will remember the recent selection made: business or personal as well as the functions 1 or 2 (if you have enabled this feature).

NB: you can make corrections to your ODOTRACK account depending on your access privileges.

SIGNAL	DESCRIPTION
	Battery charge indicator.
	Reception indicator for cellular network.
	The cellular signal is at its strongest when all the bars are visible. Notice it is the cellular signal that sends the information about your trips to the ODOTRACK server.
	The connection to the ODOTRACK server is active when the link is visible between the two symbols.
17:40	**Universal time:** The time on your ODO10 cannot be changed. It will be automatically updated according to the time zone you are in.

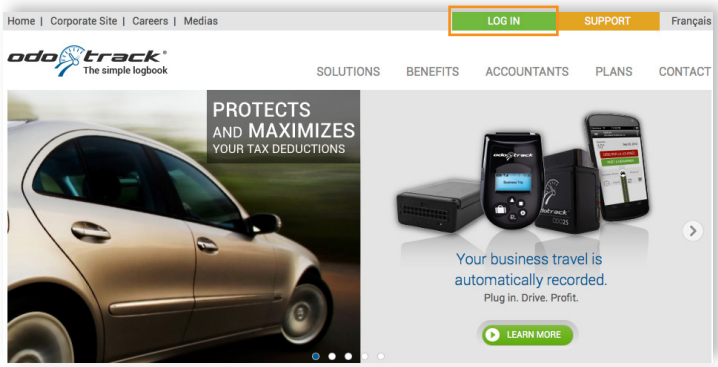
3. PRACTICAL RECOMMENDATIONS

- Always leave the device plugged in your vehicle (car adapter).
- Do not use any other type of connection as provided by ODOTRACK.
- If you remove the device from your vehicle, be sure to turn it off by pressing the ***"Power"*** button on the side.
- Do not place the ODOTRACK device around other devices that may interfere with the cellular transmission or GPS. We recommend that your ODOTRACK device is placed as far as possible from a GPS or a system such as OnStar. Loss of trips could occur and affect your mileage refund.
- If you change vehicle, simply unplug the device from the old vehicle and plug it in the new one. The settings of your new vehicle should be added in the ***Vehicle*** module in the user account.

4. ACCOUNT ACCESS

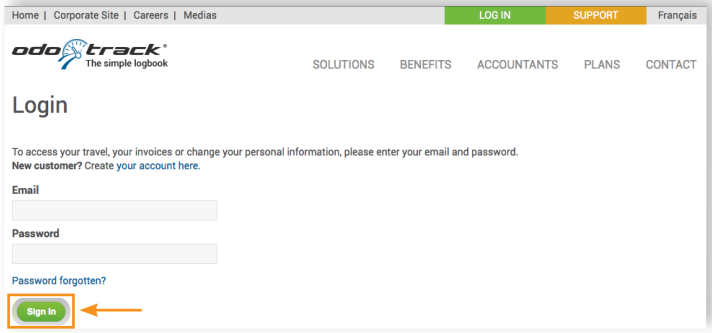
1. Using an internet browser, go to ***www.odotrack.ca***

2. Click on ***"Log in"*** link located at the top right corner of the home page



3. You need to identify yourself. Enter your email address and your password. Then click on the ***"Sign in"*** button.

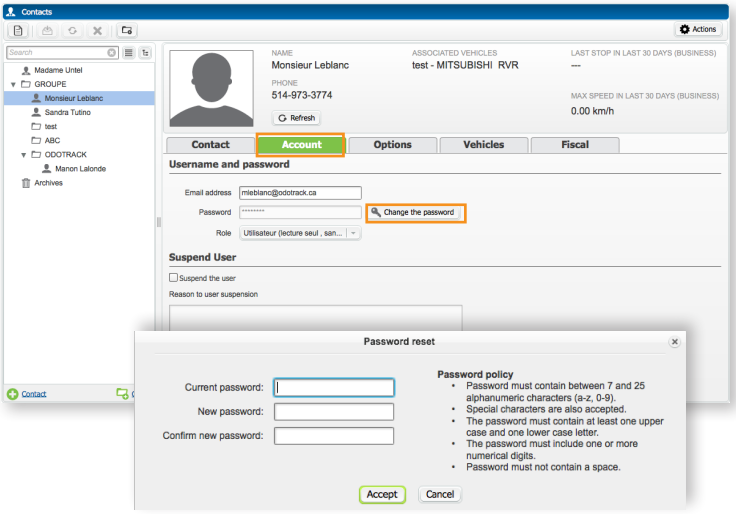
   You can also access your account via ***odotrack.mobi*** to enter all your expenses.



Forgot your password?
No worries, just press the *"Forgot password"* button, enter your valid ODOTRACK email address and press *"Continue"*. You will receive your password by email.

Main modules of the ODOTRACK application

CONTACTS



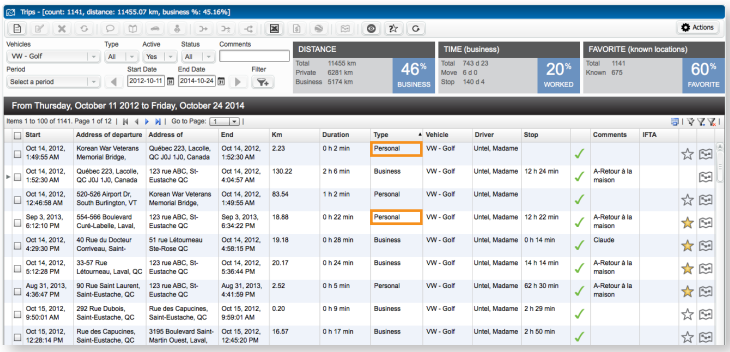
Password change

Your personal information is located under the ***"Account"*** tab. This is where you can change your password. To do so, just click on the key icon.

A window will appear and you will be able to modify your password. Please note that you will need your current password to make this change.

TRIPS

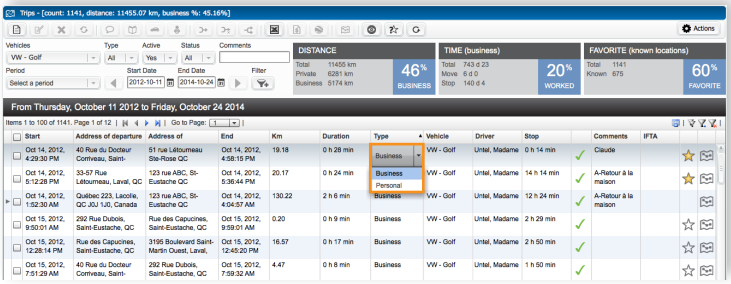
Protection of privacy



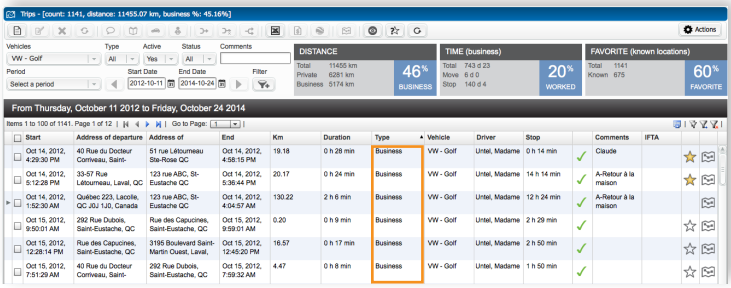
Your trips

(from your account)

All your trips are automatically transferred in this module. Only you can view, your personal trips when accessing your account.



To modify the trip type, click on business or personal under the ***"Type"*** column. A drop-down menu will allow you to make your selection.

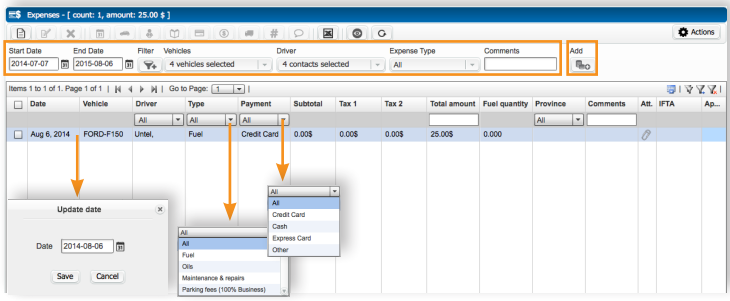


Your trips

(from the manager's account)

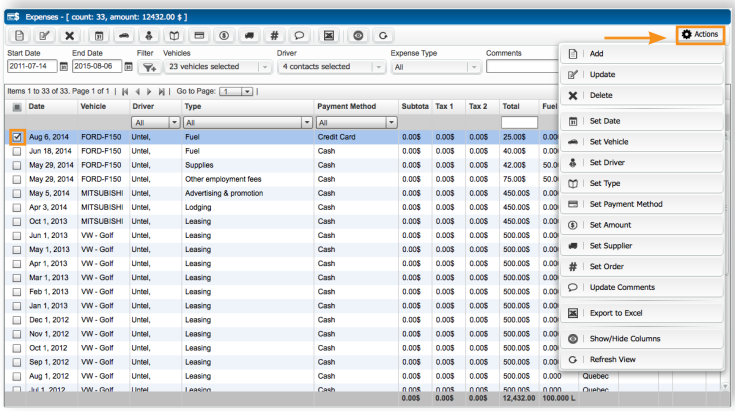
Note: Personal trips will not appear when they are viewed from the manager or administrator's account.
Only business trips are visible.

EXPENSES



This module includes all eligible expenses related to the vehicle taxation. You can add expenses by clicking the ***"Add"*** button.

Searches can be filtered by:
Date, day, vehicle, driver, expense type and comment.

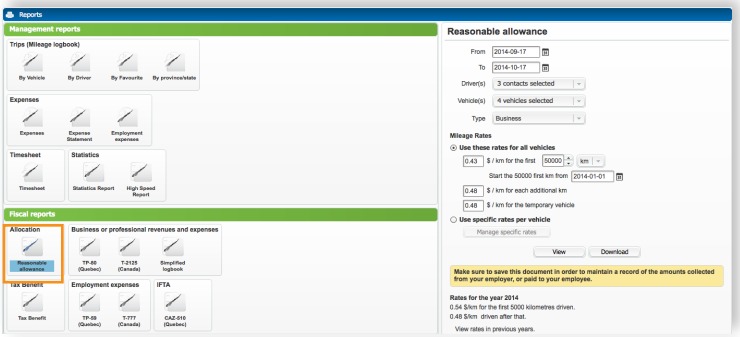


Editing expenses

Changes can be made by selecting the expense you want to edit and clicking the ***"Actions"*** button. In the drop-down menu, select ***"Update"*** and edit the information.

Some columns offer either an input field, a drop-down menu or a choice inside of a window allowing you to modify the field directly in the table.

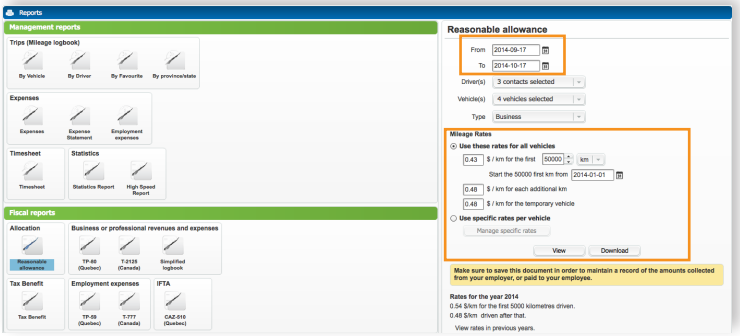
REPORTS

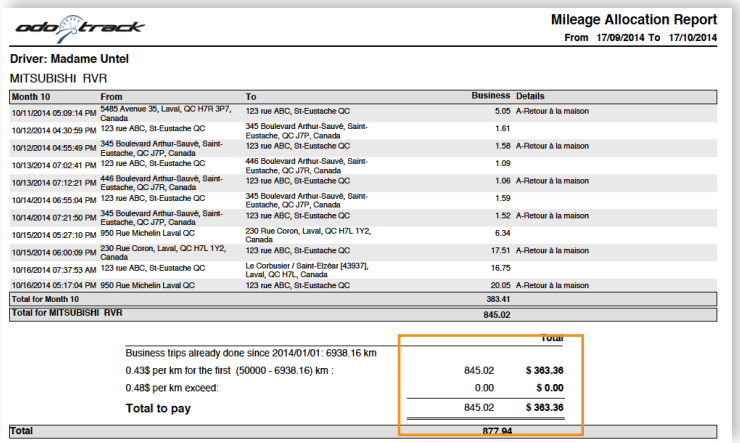


Your reports

This module allows you to select your mileage allowance report. A selected period can be filtered as per company criteria.

Once the selection is completed, click view. Once the rate(s) of reimbursement have been selected, they will remain in memory for future reports.





odotrack

Mileage Allocation Report
From 17/09/2014 To 17/10/2014

Driver: Madame Untel
MITSUBISHI RVR

Month 10	From	To	Business	Details
10/11/2014 05:09:14 PM	5485 Avenue 35, Laval, QC H7R 3P7, Canada	123 rue ABC, St-Eustache QC	5.05	A-Retour à la maison
10/12/2014 04:30:59 PM	123 rue ABC, St-Eustache QC	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.61	
10/12/2014 04:55:49 PM	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.58	A-Retour à la maison
10/13/2014 07:02:41 PM	123 rue ABC, St-Eustache QC	446 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7R, Canada	1.09	
10/13/2014 07:12:21 PM	446 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7R, Canada	123 rue ABC, St-Eustache QC	1.06	A-Retour à la maison
10/14/2014 06:55:04 PM	123 rue ABC, St-Eustache QC	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	1.59	
10/14/2014 07:21:50 PM	345 Boulevard Arthur-Sauvé, Saint-Eustache, QC J7P, Canada	123 rue ABC, St-Eustache QC	1.52	A-Retour à la maison
10/15/2014 05:27:10 PM	950 Rue Michelin Laval QC	230 Rue Coron, Laval, QC H7L 1Y2, Canada	6.34	
10/15/2014 06:00:09 PM	230 Rue Coron, Laval, QC H7L 1Y2, Canada	123 rue ABC, St-Eustache QC	17.51	A-Retour à la maison
10/16/2014 07:37:53 AM	123 rue ABC, St-Eustache QC	Le Corbusier / Saint-Elzéar [43937], Laval, QC H7L, Canada	16.75	
10/16/2014 05:17:04 PM	950 Rue Michelin Laval QC	123 rue ABC, St-Eustache QC	20.05	A-Retour à la maison
Total for Month 10			383.41	
Total for MITSUBISHI RVR			845.02	

		Total
Business trips already done since 2014/01/01: 6938.16 km		
0.43$ per km for the first (50000 - 6938.16) km :	845.02	$ 363.36
0.48$ per km exceed:	0.00	$ 0.00
Total to pay	845.02	$ 363.36
Total		877.94

On the last page of the report, you will have the refund amount depending on the requested period.

Save your reports by clicking on the save button and submit to your employer.

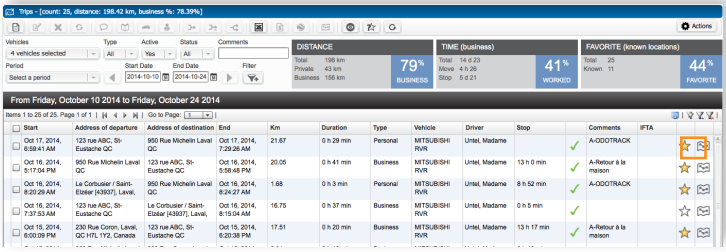
FAVOURITES

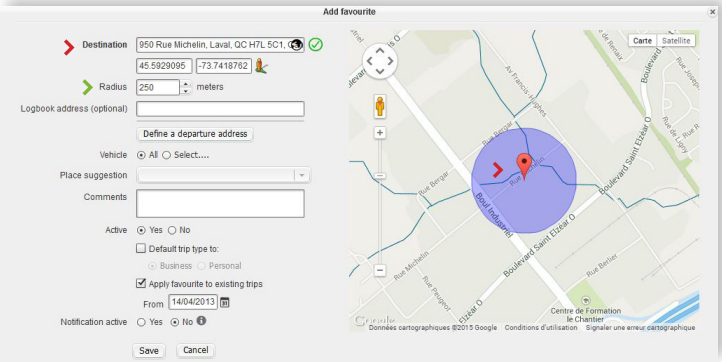
Your favourites

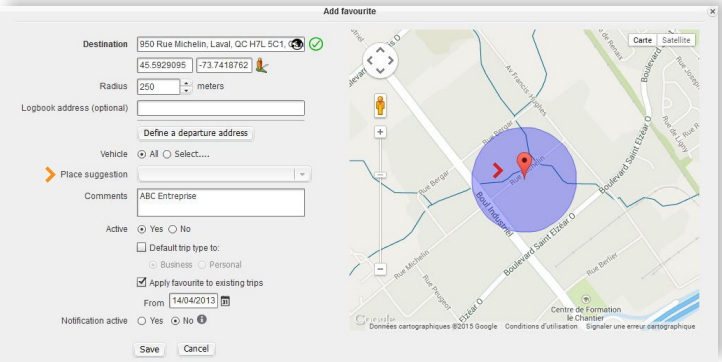
A compliant mileage logbook must have a comment for each trip. The ***Favourites*** module allows you to automatically generate a comment for a known destination. There are 2 simple ways to create a favourite:

1. From a completed trip
2. Directly in the ***Favourites*** module.

Creating from an existing trip







Required

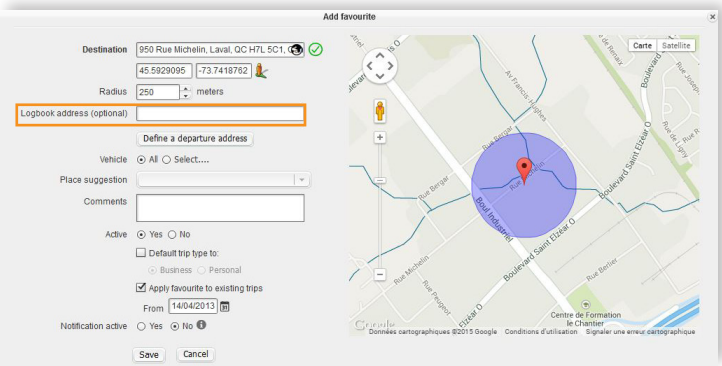
Steps to follow

1. Click on the star ☆ icon to display the ***Favourites*** window.

2. The window on the left will appear:
   - Validate the position depending on the destination.
   - Make sure to validate the radius (minimum suggested is 250 meters). You can increase or decrease the radius according to your destination.
   - Move the circle (radius) directly on the map by clicking on the pointer and dragging it to the right location.
   - Enter the description of the visited place in the comment field.

At this step, you could save your favourite for this trip and subsequent trips.

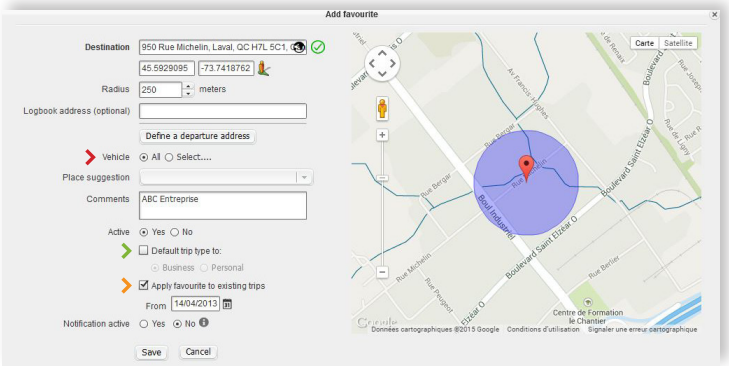
Creating from an existing trip



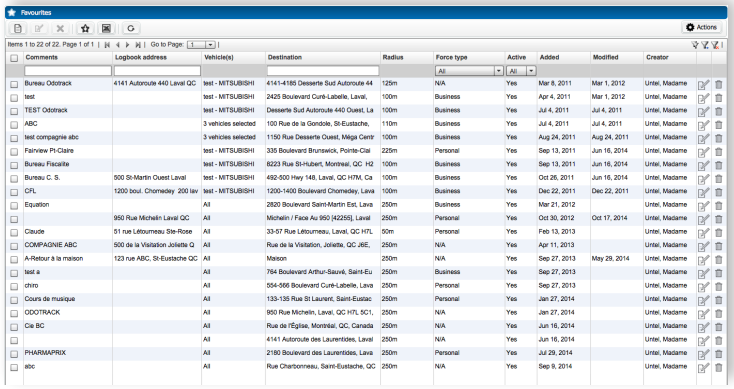
Options

Steps to follow

You can determine how you want to visualize your address in your reports by stating it in the space provided.



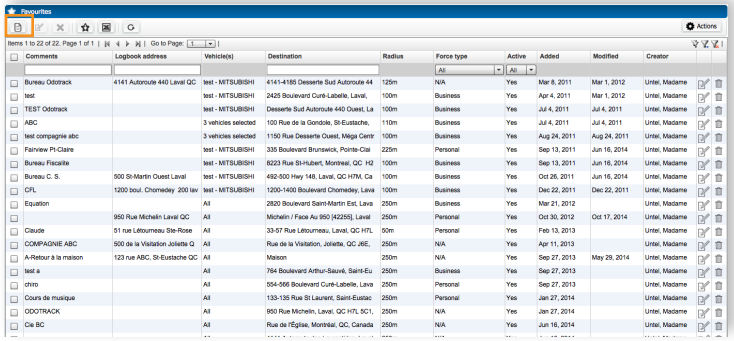
- By default, the favourites apply to all vehicles available in your user account.
- It is possible to force the type of the trip for a favourite, in this case, it overwrites the choice made from your device. Ex. Chalet = perso, Client A = business.
- It is also possible to apply a favourite for existing trips.

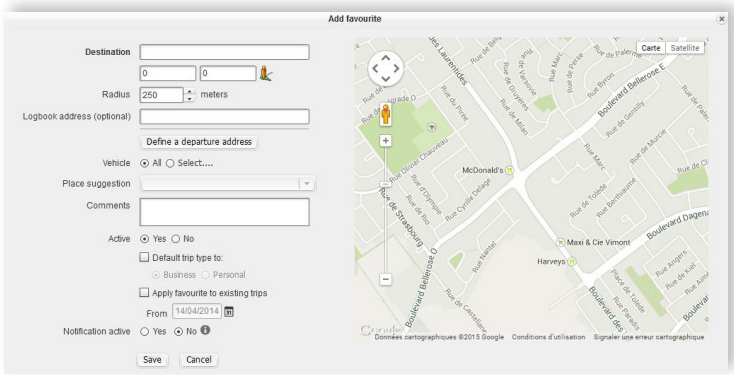


Saving your favourite

- All the favourites are saved in the ***Favourites*** module identified by a star.
- To edit an existing favourite, simply click on the favourite's icon in the ***Trips*** module or directly in the ***Favourites*** module where all the existing favourites are listed.

Directly in the *Favourites* module

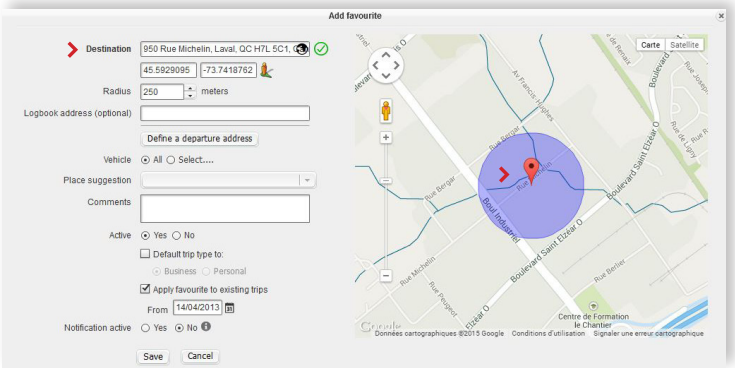




Required

Steps to follow

1. Click on the ***Favourites*** module
2. Then click on the ***"Add"*** button
3. The window on the left will appear:
   - You will find that there is no information recorded or visible compared to the addition of a favourite in the ***Trips*** module.



- Enter the full address of the desired destination and press ***"Tab"*** to show the location on the map. Make sure to validate before saving the favourite.

- The following steps are the same as the favourites created from an existing trip.

Legend

Non-existent favourites.

Applied favourites - created in your account.

Applied and edited favourites (different from the recorded value)

Applied and created favourites by another user. These favourites can only be modified by the one who created them, unless you have the permission to do so.

Contact information:

Technical support

Office : **514 388-7734**
Toll free : **1 877 388-0810**